

**Walker W. Watson**  
P. O. Box 2403, Blowing Rock, NC 28605  
Telephone: (704) 264-1420

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## **20 QUESTIONS YOU SHOULD ASK AT A JOB INTERVIEW**

1. If hired, would I be filling a newly created job, or replacing someone?
2. When was my predecessor promoted?
3. Would you describe a typical work day and the things I'd be doing?
4. What duties are most important for this job? Least important?
5. How would I be trained or introduced to the job?
6. How is the job important to the company - How does it contribute?
7. What are the department's goals for the year?
8. Who are the other people I'd be working with and what do they do?
9. Can someone in this job be promoted? If so, to what position?
10. How will I get feedback on my job performance?
11. If hired, would I report directly to you, or to someone else?
12. Has the company had a layoff in the last three years? How long was the layoff? Was everyone recalled?
13. Is this company owned by another corporation?
14. What major markets does this company compete in?
15. Are sales up or down over last year?
16. If you were to offer me this job, where could I expect to be five years from today?
17. Do you think I'll find this job to be challenging and stimulating?
18. Could you give me a tour? I'd enjoy seeing where your people work.
19. What could I say or do to convince you to offer me this job?
20. I want this job. Could I have a 30 day trial period to prove myself?